

PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE
NO. C-532

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE
NO. 1 of 2 pages

Landlord/Tenant Commission

DEPARTMENT/AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE & PERSONNEL FILES</u> consisting of records of official correspondence of Office and Commission, budget, statistics, requisitions, purchase orders, leave records and all other policy related correspondence. Filed alphabetically.	Cut off at end of fiscal year; retain for three (3) additional years, then destroy.
2.	<u>HEARING & DISMISSAL FILES</u> consisting of complaints that have been designated for a formal hearing before the Executive Director (including Utility hearings), appeals before the Landlord/Tenant Commission and complaints formally dismissed by the Executive Director. Filed numerically by hearing and dismissal number.	Cut off at end of fiscal year, retain for three (3) years in office, transfer to Records Center for one (1) additional year; then destroy.
3.	<u>COUNCIL BILLS & STATE LEGISLATION</u> consisting of County and State legislation that may affect or be of interest to the Landlord/Tenant office. Council bills filed numerically; State legislation filed by year.	Destroy when superseded.
4.	<u>TELEPHONE SLIPS</u> consisting of all telephone calls which action may be required (either a complaint form mailed out or a booklet requested). Filed by month.	Recommend cut off at end of fiscal year, retain for one (1) year; then destroy.
5.	<u>TENANT COMPLAINT FILES</u> consisting of all closed written complaints from tenants and may also include any other general correspondence relating to apartment complexes. Filed alphabetically by management company then alphabetically by apartment complex, then by case number.	Cut off at end of fiscal year, retain for three (3) years in office, transfer to Records Center for one (1) additional year; then destroy.

CONTINUED-----

Charles M. Sheyoch, III
SIGNATURE

Acting Executive Director

TITLE OF DEPT/AGENCY REPRESENTATIVE

5/10/83

DATE

Shirley Hermel
SIGNATURE

COUNTY RECORDS MANAGER

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

JUNE 10, 1983

DATE

Schedule Authorized by Hall of Records Commission

Edward E. Guy
SIGNATURE

State Architect
TITLE

6/29/83
DATE

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-532

PAGE
NO. 2 of 2 pages

8/75

	Description	Retention
6.	<u>FILE CARDS</u> consisting of a cross index (both alphabetically by tenant's name and numerically by case number) of all incoming written complaints.	Retain permanently in office.
7.	<u>TAPES</u> consisting of all recordings of hearings before the Executive Director and the Landlord/Tenant Commission. Each tape is labeled to correspond with the hearing number.	Retain for four (4) years in office, then destroy.
8.	<u>APARTMENT MANAGEMENT AGENT'S LICENSE FILES</u> consisting of both active and inactive Apartment Management Agent's License applications and other general correspondence. Filed alphabetically.	Retain permanently in office.
9.	<u>RENT INCREASE PETITIONS & HARDSHIP PETITIONS</u> consisting of all petitions filed during rent control and other correspondence relating to rent control legislation.	Microfilm, then destroy originals.
	LAST ITEM	